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SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

NOTIFICATION

The 3rd March, 2025

No.1597—SDTE-HTE-HTE-I-0022/2024/SDTE. — In pursuance to sub-section (1) of Section 30 of the NIST University, Odisha Act, 2023 (Odisha Act 1 of 2024), the State Government do hereby approve the First Statutes of the NIST University which shall come into force from the date of its publication in the *Odisha Gazette*.

ORDER

Ordered that notification be published in the *Odisha Gazette* for general information and copies be forwarded to all the Departments of the Government and placed in the website of Skill Development and Technical Education Department.

By Order of the Governor

BHUPENDRA SINGH POONIA

Commissioner-*cum*-Secretary to Government

STATUTES OF THE NIST UNIVERSITY, ODISHA, 2024

CONTENTS

Statutes No	Description	Page No
1	Short Title, Scope, and Commencement	4
2	Definitions	4
3	Seal, Insignia, etc. of the University	5
4	Objects of the University	6
5	Powers of the University	7
6	Powers and Functions of the President	7
7	Power and Functions of the Vice President	8
8	Powers and Functions of the Vice Chancellor	8
9	Appointment, Powers and Functions of Deans of School	9
10	Powers and Functions of the Registrar	11
11	Powers and Functions of the Finance Officer	12
12	Appointment, Powers and Functions of Controller of Examinations (CoE)	14
13	Appointment, Duties and Functions of other Officers of the University	15
14	Powers and Functions of the Board of Governors (BoG)	27
15	Powers and Functions of the Board of Board of Management (BoM)	28
16	Constitution, Powers and Functions of the Academic Council	29
17	Constitution, Powers and Functions of the Board of Studies (BoS)	32
18	Constitution, Powers and Functions of the Finance Committee	34
19	Mode of Recruitment of Staff of the University	35
20	Creation, Abolition or Restructuring of Schools, Departments or Centres	36
21	Committees and Boards of the University	36
22	Manner of Cooperation/Collaboration with other Universities or Institutions of Higher Education and Opening of Centres or Campus	43

23	Conferment of Degrees	44
24	Procedure for Conferment of Honorary Degrees	44
25	Award of Medals, Prizes and Academic Distinction	45
26	Provisions of Fellowships, Scholarships and Assistantship	45
27	Intellectual Property Right	45
28	Fees Chargeable from Students for Various Courses of Studies	45
29	Withdrawal of Degree, Certificate and Other Academic Distinctions	45
30	Miscellaneous Provisions	46

In exercise of powers conferred in sub-section (1) and (2) of Section 30, of the NIST University, Odisha Act, 2023 (Odisha Act 1 of 2024), the Board of Governors of the NIST University, Odisha with the approval of the State Government, Odisha, hereby makes the first Statutes, namely:

1. Short Title, Scope, and Commencement. –

- (a) These "Statutes" shall be called as the First Statutes of The NIST University, Odisha.
- (b) They shall come into force from the date of their publication in the *Odisha Gazette*.
- (c) These Statutes are to be read in conjunction with the provisions of the Act. In case of any specific provision found to be missing in the Statutes, and if there be any difference in the provisions of the Statutes, the provisions of the Act shall prevail.
- (d) The Statutes may be amended by the Board of Governors of the University as and when necessary with the approval of the State Government and the amended statutes, if any, shall be applicable, with immediate or retrospective effect, from such date as specified in the notification.
- (e) The Board of Governors, however, shall not make or amend or repeal any Statutes affecting the powers of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Board of Governors.

2. Definitions. –

In these Statutes, unless the context otherwise requires, –

- (a) "Act" means The NIST University, Odisha Act, 2023 (Odisha Act 1 of 2024);
- (b) "Appointing Authority" means the President of the University;
- (c) "Center" means constituent unit of the University may not be offering specific undergraduate, post graduate or PhD degree. However, a center can be used by a Department or multiple Departments for research and other purposes (e.g., training, internship etc.).
- (d) "Committee" means a body of persons assigned with specific tasks or functions;
- (e) "Department" means a constituent unit of the University, subordinate to a school competent to offer undergraduate, post graduate and research (PhD) programmes;
- (f) "Director" means an official of the University, who may or may not be the member of the faculty and has a higher administrative responsibility;
- (g) "Faculty" means employees engaged in teaching and research activities of the University;

- (h) "HoD" means Head of a Department, typically under a school;
- (i) "Head" means a typical lead position in a functional area of the University (e.g., Head of HR). It is different than HoD position, which applies to an academic department;
- (j) "School" means a constituent academic unit of the University covering a common academic activities spanning across one or more Departments or School of studies of the University;
- (k) "Staff" means non-teaching employees of the University;
- (l) "Semester" means a portion of an academic year defining the duration of instruction and evaluation to cover a predefined portion of subjects. An academic year may be split into two semesters: Monsoon (Odd semester) and Spring (Even semester) and a Summer quarter;
- (m) "University" means NIST University, Berhampur, established under The NIST University, Odisha Act, 2023 having its main campus at Institute Park, Berhampur, Odisha -761008, India; and
- (n) "Visiting Faculty" means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University.

3. Seal, Insignia, etc. of the University. –

- (a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be, as approved by the Board of Governors, subject to further changes, as deemed necessary from time to time.
- (b) The University may decide to make and use such Flag, Anthem, Insignia, and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

4. Objects of the University. –

Apart from the Objects defined in section 7 of the Act, the University shall also have the following additional objects, namely: –

- (a) to benchmark with the quality standards of the world-class universities and institutions of higher learning for shaping the career and character of the youth, thereby making them matured professionals with holistic personality;
- (b) to pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development;

- (c) to make special provisions to implement National Education Policy, dual degree programmes and integrated courses in humanities, social sciences, natural sciences, management, medical sciences and technology in its educational programmes;
- (d) to promote entrepreneurship by establishing incubation centers and provide startups ecosystem with the necessary support, resources and guidance in association with the government and other agencies and to set up centers in collaboration with various industries to promote such startups and incubation facility;
- (e) to work with private or public sectors under CSR either directly or through its affiliating units to promote incubators and skill development labs or centers;
- (f) to develop skill development centers for skill training in different and evolving areas (e.g., drone technology, renewable energy etc.);
- (g) to setup innovation centers with collaboration of various industries, universities, laboratories and other entities from India and abroad for collaborative research, innovation, training and developing solution or systems to solve business challenges;
- (h) to work with local school or colleges or universities or institutes for collaborative research and qualitative improvement of education;
- (i) to collaborate with other institutes or universities globally for research and offering joint degree programmes in addition to clause (c) and (i) Section 7;
- (j) to create a global connect and offer exceptional education that appeals to the students from various cultural backgrounds worldwide and foster holistic learning by inviting external experts, master trainers in the field of emerging technologies for uplifting the standard of education.

5. Powers of the University. –

In addition to the powers enumerated in the Section 8 of the Act, the University shall have the following powers, –

- (a) to establish Study Centres and off-campus centres as are in the opinion of the University necessary for the furtherance of its objects in conformity with the provisions of the University Grants Commission (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 and as amended from time to time;
- (b) to provide online courses or programmes in conformity with the provisions of the University Grants Commission (online courses or programmes) Regulations, 2018 and as amended from time to time.
- (c) to offer continuing and distance education programmes as per the norms of concerned statutory or regulatory body or council or any other body constituted by the central or state government.

6. Powers and Functions of the President. –

In addition to the powers conferred by the Act, the President shall have the following powers and functions, namely: –

- (a) the President shall be the head of the University;
- (b) the President may be paid remuneration approved by the Board of Governors;
- (c) president shall be responsible for implementation of policies resolved by the Board of Governors (BoG) in order to give effect to provision of the Act and ensure growth of the University;
- (d) president shall liaison with government, other universities and organizations in India and abroad as needed for effectively carrying out the objects of the University;
- (e) he shall have power to call for any paper or information in the affairs of the University from any officers of the University. On the basis of the paper and information so received, if he is satisfied, he may keep any order, proceedings or decision taken by any Authority of the University in abeyance. President shall have the powers to institute an enquiry as and when deemed appropriate;
- (f) he shall have power to appoint Advisors, Mentors and Distinguish faculties whenever necessary for the betterment of the University;
- (g) the President shall have such other powers which are in consonant with the provisions of the Act, Statutes and regulations of the University and may delegate such powers to Vice-President or any authority of the University;
- (h) in case of any decision taken in emergency by the Vice Chancellor or questioned by any other bodies, the President shall be the final authority to decide;
- (i) president shall have overall authority on the finance of the University. He can authorize appropriate people to operate University accounts in different banks and financial institutions, limits the transaction amount of authorized people and make changes to authorization as and when needed;
- (j) the incumbent President shall nominate successive President of the University in consultation with the Vice-President and Board of Governors (BoG); and
- (k) any other power given by the Board of Governors (BoG).

7. Powers and Functions of the Vice President. –

In addition to the powers conferred by the Act, the Vice-President shall have the following powers and functions, namely: –

- (a) In absence of the President, the Vice-President shall perform all such functions and

exercise all such powers of the President as specified in the section 6 of the Statutes; and

- (b) The Vice-President shall have such other powers and discharge such other duties as may be entrusted to him by the BoG or by the President.

8. Powers and Functions of the Vice-Chancellor. –

In addition to the powers conferred by the Act, the Vice-Chancellor shall have the following powers and functions, namely: –

- (a) the Vice-Chancellor shall have all the powers necessary for the proper maintenance of academic discipline in the University and he may delegate any such powers to any such person or persons with the approval of the President;
- (b) it shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes and the Rules of the University are duly observed and he shall have all powers necessary to ensure such due observance;
- (c) he shall give effect to the directions and orders of the Board of Governors and the President;
- (d) he shall exercise general supervision over the University affairs and shall be responsible for implementation of decision and guidance of BoG, President, Vice-President and relevant committees;
- (e) he shall have the power to constitute various committees, working groups, and task forces for effective academic, financial and administrative functioning of the University with the approval of the President and he shall have the power to convene meetings of the various bodies or committees of the University as and when required;
- (f) he shall assist the President in reviewing the performance of all the Schools and Officers of the University;
- (g) he may propose the President for appointment of Visiting Fellows, Emeritus Professors, Professors of Practice and Visiting Professors and for Fellowships, Scholarships, Student Assistantship, Medals and Prizes;
- (h) he may in consultation with the President shall fix the specific roles and responsibilities of different Deans and their functions; and
- (i) any other duties as assigned by the President from time to time.

9. Appointment, Powers and Functions of Deans of Schools. –

- (a) The Deans shall be the Head of the Schools and shall be accountable to the Vice-Chancellor for the conduct and maintenance of the standards of teaching, research,

administration, projects, consultancy and training in the University.

- (b) The Dean of a School shall be responsible for the establishment, maintenance and monitoring of academic standards, research and administration in the School and shall, –
- (i) preside at the meetings of the School;
 - (ii) submit proposals to the Academic Council for approval of new programmes of study and for the discontinuation or restructuring of existing programmes of study;
 - (iii) monitor and review programmes of study in the School and report on the running of such programmes to the Vice Chancellor;
 - (iv) monitor and review periodically (semester wise) academic programmes, student attendance, student performance, school punctuality or regularity in delivering the lectures, content development, delivery of lectures in the School and submit report to the Vice-Chancellor;
 - (v) consider and make recommendations on all matters, which may be referred by the Vice-Chancellor;
 - (vi) fulfil such additional responsibilities and exercise such powers as may be assigned to him by the President, Vice Chancellor or any other authority of the University;
 - (vii) provide academic leadership and seek approval from the President with the recommendation of the Vice-Chancellor, –
 - (a) on all academic and administrative matters relating to the School; and
 - (b) to deal with all matters relating to the planning, development, implementation and monitoring of all academic, administrative, teaching, research, projects, consultancy and training programmes in the University;
 - (viii) be responsible for developing policies and procedures for ensuring that all accreditation criteria are being met for the programmes and ensure compliance to the effect;
 - (ix) be responsible for creation, maintenance and preservation of all documents of the School and periodically update the Documentation Centre of the University;
 - (x) supervise, guide and support departments in conducting lectures, laboratories, research, project work and co-curricular activities;
 - (xi) create and distribute common policies on student projects, monitor

implementation in department level and remove bottlenecks to make the projects productive and meaningful;

- (xii) propose for creation and publication of curricula and syllabi of all UG, PG and Research programmes offered by their respective Departments under each School through Dean of Academics for the approval of the academic council of the University;
- (xiii) be responsible for conducting academic audit and be responsible for digital storage of such documents; and
- (xiv) exercise such other powers and perform such other duties as are assigned to him from time to time by the President or Vice Chancellor or any other authorities within the constraints of the University resources, within the rules and regulations and in accordance with the Act.

10. Powers and Functions of the Registrar. –

- (a) The Registrar shall be the primary custodian of the common seal and records of the University - administrative and academic.
- (b) He shall be duty-bound to place before the Board of Governors, the Board of Management, the Academic Council, the Finance committee, the President, the Vice-President, the Vice-Chancellor and the Pro Vice-Chancellor all such information and documents as may be necessary for discharge of their respective functions.
- (c) In addition to the powers and duties mentioned under section 18 of the Act, the duties of the Registrar shall be as follows; namely: –
 - (i) to conduct the official correspondence of the University on behalf of all or any of its authorities and be responsible for the proper maintenance of all the records of the University;
 - (ii) to issue notices for convening the meeting of the Board of Governors, the Board of Management, the Academic Council, and the Finance Committee of the University and to facilitate them with requisite or relevant documents for taking appropriate decisions;
 - (iii) to keep the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities;
 - (iv) to enter into agreements, sign documents and authenticate the records on behalf of the University as approved by the President;
 - (v) to represent the University in suits or legal proceedings by or against the University, verify pleadings or depute his representative for the purpose with

approval of the President;

- (vi) give authorization to any person to sign and take action if situation arises with the approval of the President;
 - (vii) to hold in special custody, the common seal, records, books and documents and other such property of the University;
 - (viii) to safeguard and maintain all movable and immovable properties of the University;
 - (ix) to exercise superintendence over the administrative affairs of the University; and
 - (x) to perform such other functions and exercise such other power as be specified by the President from time to time.
- (d) When the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person as the President or Vice President may assign for this purpose for the duration of his absence.
- (e) The Registrar shall exercise such other powers and perform such other functions as may be specified by the Board of Governors, the President, the Vice President or the Vice Chancellor

11. Powers and Functions of the Finance Officer. –

- (a) The powers and functions of the Finance Officer shall be the following, namely: –
- (i) to regulate, supervise and implement a timely, full and accurate set of accounting books of the University reflecting all its activities in a manner commensurate with the relevant legislation and regulation and subject to internal guidelines set from time to time by the President or Vice-President;
 - (ii) to implement continuous financial audit and control systems to monitor the performance of the University, its flow of funds, with adherence to the budget, the expenditures, the income, and other budgetary items;
 - (iii) to timely, regularly, and duly prepare and present to the Board of Governors or financial statements and reports as required by all pertinent laws and regulations;
 - (iv) to comply with all reporting, accounting and audit requirements imposed by the regulatory bodies;
 - (v) to prepare and present for the approval of the Board of Governors or the annual budget, other budgets, financial plans, business plans, feasibility studies,

investment memorandum and all other financial and business documents as may be required from time to time as set forth by the President or Vice President;

- (vi) responsible for timely arrangement of finances or Loans for capital expenditure as per the budgets or University need;
- (vii) to collaborate and coordinate the activities of outside suppliers of financial services hired or contracted by the University, including accountants, auditors, financial consultants, the banking system, and other financial organization;
- (viii) to maintain a working relationship with banks, financial institutions, and capital markets with the aim of securing the funds necessary for the operations of the University, the attainment of its development plans and its investments;
- (ix) to assist and support accounting and business procedures to enable digitization or computerization of accounting activities;
- (x) to develop budget, financial and tax strategies;
- (xi) to delineate and mitigate key elements of the University's risk profile to monitor all open legal issues pertaining to finance and accounts of the University;
- (xii) to investigate and implement the findings and suggestions of the auditors;
- (xiii) to ensure all statutory obligations like EPF, ESI, GST are complied as per the provisions of the Act from time to time;
- (xiv) be responsible for keeping all accounts of receipt, payment and utilization of funds as specified in sections 45, 46, and 47 of the Act;
- (xv) receive all contribution, grants, gifts and endowments made in favor of or the purpose of the University;
- (xvi) to initiate and engage in all manner of activities, whether financial or other, conducive to the financial health, the growth prospects and the fulfilment of investment plans of the University; and
- (xvii) to exercise such other powers and perform such other functions as may be conferred on him by the President or Vice-President.

12. Appointment, Powers and Functions of Controller of Examinations (COE). –

- (a) The Controller of Examinations (COE) shall be appointed by the Vice Chancellor with the approval of the President. He shall be a full-time salaried officer of the University.
- (b) The COE shall perform the following functions and exercise powers as delegated by

the Vice-Chancellor, namely: –

- (i) he shall be the Convener of the Examination Disciplinary Committee and shall be responsible for forwarding their recommendations to the Vice-Chancellor for his approval before publication of results;
- (ii) he shall prepare Examination Manual of Policy or SOP covering all aspects of activities involving Examination, Valuation and Publication of results with the approval of the Registrar or Vice-Chancellor and shall ensure implementation of the same;
- (iii) he shall be responsible for planning, implementing and monitoring of all examinations of the Schools or Departments of the University;
- (iv) he shall be responsible to carry out process for the declaration of the results after the examinations are over and preparation of transcripts, certificates, degrees and diplomas and maintain them for availability for students, in both physical and online modes;
- (v) he shall be the custodian of all examination related records;
- (vi) he shall constitute a committee with the approval of the Vice-Chancellor to conduct investigations into alleged malpractices by the students and shall take action on the recommendation of the committee;
- (vii) he shall render such assistance to the Registrar and the Vice-Chancellor as may be necessary in the performance of their duties;
- (viii) he shall perform such other functions as required from time to time by the Vice-Chancellor with respect to matters pertaining to examination;
- (ix) he shall be a regular member of the Academic Council;
- (x) subject to the provisions of this Statute, the COE, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examinations after obtaining the approval of the Vice-Chancellor;
- (xi) conduct examinations in fair manner, following the published academic calendar in all schools of the University, observing utmost confidentiality in matters of storing of question papers, papers received from the departments and handling marks and grades submitted by course instructors and coordinators;
- (xii) fix detail examination schedule within approved calendar, assign invigilation duties to faculty members, collect answer scripts and dispatch them to the departments for evaluation and carry out other necessary steps for smooth

conduct of examination; and

(xiii) any other duties assigned by the authority from time to time.

- (c) In the absence of COE due to any reason, a senior faculty, approved by the Vice-Chancellor, will look after the work of COE, in addition to his own work till such time COE resumes office.

13. Appointment, Duties and Functions of other Officers of the University. –

The President is empowered to create post of officers, in addition to the officers specified in the Act, and appoint such officers as may be required from time to time for the better and efficient management of the University.

(I) Pro Vice-Chancellor, –

- (a) there may be pro Vice-Chancellor(s) of the University;
- (b) the Pro Vice-Chancellor shall be a person qualified to be appointed as a Professor with a strong leadership quality;
- (c) the Pro Vice-Chancellor shall be a full-time salaried officer of the University appointed by the President;
- (d) the Pro Vice-Chancellor shall perform such duties and functions and exercise such powers as the President may specify generally or in individual cases and shall assist the Vice-Chancellor on all matters on academic and administration;
- (e) when the Vice-Chancellor is on leave or is unable to exercise powers and perform duties and in his absence, the Pro Vice-Chancellor shall exercise such powers and perform such duties as assigned by the President or Vice-Chancellor that requires urgent action; and
- (f) shall perform any other duties assigned by the President.

(II) Dean – Academics. –

The Dean - Academics shall be appointed by the Vice-Chancellor, with the approval of the President. His duties and responsibilities shall include, but not be limited to, the following, –

- (a) assist the Vice-Chancellor on academic activities undertaken by all the schools of the University;
- (b) ensure quality education and achieving academics excellence among all the schools of the University. Develop and facilitate training programmes for faculties and professional enrichments etc.;

- (c) develop academic schedule and calendar for the entire University across all schools;
- (d) ensure that the decisions of the Academic Council are followed in letter and spirit;
- (e) ensure the upgradation of course curriculum based on future technology, aligning with industry needs and at par with international universities or institutes of repute;
- (f) administration of conferences, symposia and other academic or professional gatherings, which may or may not be funded by the University;
- (g) lead accreditation effort for University and its various departments;
- (h) lead ranking effort of University by various ranking organization such as NIRF, NIRF–Research, THE etc.;
- (i) lead and co-ordinate all the activities with statutory bodies such as UGC, AICTE etc.;
- (j) promote and administer "Continuing Education". Apart from offering academic programmes leading to degrees, diplomas and certificates for full-time and part-time students, the University will provide short academic programmes on specialized subjects to persons already employed in industry, government, and academia or in other walks of life, under the general term "Continuing Education". Short, specialised academic programmes may also be offered to students of any University, college or other academic institution, either on individual application or in cooperation with their institutions or organization;
- (k) co-ordinate with lead of Skill development center in providing various skill training for student community (internal or external);
- (l) formulate policies and guidelines to promote undergraduate research and undergraduate projects leading to quality publications and patents;
- (m) oversee exchange and sabbatical programmes for faculties and students through Exchange Agreements with partner institutions in India and abroad;
- (n) create awareness about all such collaboration amongst the Schools and/or departments and students of the University to ensure their full participation in envisaged collaboration programmes;
- (o) co-ordinate with the Deans of Schools in deciding policy matters affecting both outbound and inbound students participating in Exchange programmes;

- (p) interact with other internal entities to facilitate the visits of delegations or students to the University; and
- (q) any other matter such as academic excellence, ranking and accreditation, etc. as assigned by the President or the Vice-Chancellor.

(III) Dean – Research and Entrepreneurship, –

The Dean, Research and Entrepreneurship is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to the following, –

- (a) develop and submit consolidated research plan of the University to the Vice-Chancellor and President;
- (b) formulate, revise or update policies, procedures and guidelines relating to research and innovation of the University pertaining to funded research grants, projects, patents, and quality publications;
- (c) responsible for, –
 - (i) Sponsored research – Research funded by government departments, industry and external organizations, essentially for enhancement of research and innovation; and
 - (ii) Industrial consultancy: Funded assignments and resolution of business problems from Government departments, industry and other external organizations where the sponsoring agency is a direct beneficiary of the results of research;
- (d) responsible for administration of research funding in order to monitor effective utilization of funds of externally funded projects and related financial matters;
- (e) establishment of research and development priorities or identify research focus areas, formulate a research plan and create research groups and identification of potential new areas of research and development;
- (f) motivate stakeholders to initiate projects or enhancement of the campus research culture, and mechanisms that support the promotion of research performance;
- (g) maintain updated record of research projects;
- (h) responsible for planning and projecting requirements of research infrastructure;
- (i) formulate policies and guidelines to promote Postgraduate, Faculty research and Ph.D. program and opportunities;

- (j) to collaborate with different institutions or universities in India and abroad to encourage research activities amongst schools;
- (k) to collaborate with different industries, laboratories and organizations in India and abroad to encourage research collaboration and academic-industry partnership;
- (l) to facilitate prototype and product development which will directly contribute to growth of national economy in addition to creating trained manpower with practical experience;
- (m) facilitate Business Incubation ecosystem, promoting and administering startups by students, faculty and staff of the University, and external people and entities particularly leveraging research facilities, innovation, product development and prototype at the University; and
- (n) any other matter related to the sponsored research, industrial consulting, intellectual property, global collaboration, incubation and business startups as assigned by the President or the Vice-Chancellor.

(IV) Dean - Student & Alumni Affairs. –

- (i) The Dean of Students & Alumni Affairs is appointed by the Vice-Chancellor with approval of the President.
- (ii) The Dean of student affairs manages essentially all aspects of student life except curricular matters. It includes such issues as social, cultural and sports activities, life in hostels etc. He also heads alumni relation and outreach.
- (iii) The duties and responsibilities shall include but not limited to, –
 - (a) administer the student facility center and guide year round co curricular and extracurricular activities social, technical, sports, cultural events, etc. that contribute to holistic personality development of students;
 - (b) guide student bodies to conduct major student functions on campus, and participation of students from other institutions;
 - (c) strengthen the value-added services such as students counselling, guidance and student welfare on campus;
 - (d) foster healthy relationships between the students and academic faculty as well as with the administration staff members;
 - (e) campus life including all extracurricular and co-curricular pursuits of students through various clubs and student forums;
 - (f) create social consciousness and community responsibility through avenues such as NSS, NCC, and working with NGOs;

- (g) recommend financial aid to the students as per policies in effect from time to time, support and facilitate scholarships and financial aid for students;
- (h) promote physical wellbeing of students through gym and sports activities; organize annual sports and inter-varsity or institute sports meets;
- (i) responsible for planning and executing activities for developing and maintaining a healthy relationship between the University and its alumni;
- (j) plan and organize alumni get-togethers, homecomings, alumni awards, alumni talks and other alumni events;
- (k) interact with alumni and alumni network on a continuous basis, and to create a sense of pride among the alumni. To bring the administration, students and alumni together for promoting a culture of giving back to the alma mater among the alumni;
- (l) create the administrative machinery for receiving alumni contribution and managing the alumni endowment for supporting ambitious student activities;
- (m) help support maintaining the student activity and alumni relations websites;
- (n) hostel administration and monitoring;
- (o) providing support services to international students throughout their academic journey such as academic advising, counselling and career services, promoting intercultural exchange and understanding by organizing events and activities that showcase different cultures and traditions;
- (p) arrange for the students' educational tours and excursions, other than those prescribed as part of academic curricula;
- (q) make arrangements with the Railway and Airlines for the issue of concessional tickets to students during vacations, for educational tours and for students' participation in extra-curricular activities and sports; and
- (r) perform such other duties and discharge such other responsibilities, as may be assigned to him by the President or Vice Chancellor from time to time.

(V) Dean – Facilities and Administration. –

The Dean of Facilities and Administration is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to, the following, –

- (a) oversee campus cafeteria and eateries, their modernization, upkeep and quality delivery;
- (b) health and medical services for the students and employees on campus;
- (c) the University library;
- (d) class rooms, photography, videography supporting e-learning facilities;
- (e) auditoriums and class rooms outside departments;

- (f) coordinating travel and boarding facilities for the guests and external visitors of the University;
- (g) furniture, ACs and class room stationeries or consumables;
- (h) administrative services such as deployment of personnel, stores and purchase etc.; and
- (i) perform such other duties and discharge such other responsibilities, as may be assigned to him by the authorities from time to time.

(VI) Dean – Career Development. –

The Dean of Career Development is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to the following, –

- (a) plan and strategize the training and placement activities across the schools of the University;
- (b) establish industry outreach activities to onboard industry partners for placements, internships, and industrial visits;
- (c) to manage central placement database, analyze placement statistics and take appropriate steps to improves placements in all schools of the University;
- (d) to coordinate and facilitate students to pursue higher education in India and abroad;
- (e) to facilitate training programmes (e.g. GRE, GMAT, TOEFL, GATE etc.) in preparation for higher studies of students in India and abroad;
- (f) collaborate with entrepreneurship cell at NIST, administered by Dean, Research & Entrepreneurship, for students to follow career as an entrepreneur; and
- (g) perform such other duties and discharge such other responsibilities, as may be assigned to him by the authorities from time to time.

(VII) Dean – Admission. –

The Dean of Admission is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to the following, –

- (a) facilitate, strategize and administer the comprehensive admission activities for different schools or disciplines across the University;
- (b) facilitate and schedule University entrance examinations in a timely manner for

admission of students into different disciplines;

- (c) establish various outreach activities and programmes for admission of students from state, national and international level, for the University;
- (d) support international students' admission and scholarship by participating and promoting the University programmes in various job fairs with prior approval of the authority. He should report periodically the students so admitted from various countries into the courses of the University to the authority;
- (e) liaise with Government agencies for immigration related matters and ensure compliance with visa and immigration regulations and provide guidance on related issues;
- (f) maintaining records and statistics relating to international students and prepare reports as required;
- (g) to manage central admission database, its statistics and analysis for the University; and
- (h) perform such other duties and discharge such other responsibilities, as may be assigned to him by the authorities from time to time.

(VIII) Director – IT. –

The Director of IT is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to the following, –

- (a) oversee, administer and facilitate IT services for the University;
- (b) support of central computing facilities including data centers, servers, hardware and associated software etc.;
- (c) support for network infrastructure including fiber optics, Ethernet, Wi-Fi, cellular and CCTV connectivity; connectivity for e-class rooms, switches, internet access and associated software like firewalls etc.;
- (d) facilitate communication infrastructure like video conferencing and IP-PBX etc.;
- (e) support of ERP software, its maintenance, enhancements and development for a digital campus;
- (f) services, for graphics design and editing in support of banner, brochure and publicity materials for the University;
- (g) maintenance of University website, its development, administration and upgrade or update; and

- (h) perform such other duties and discharge such other responsibilities, as may be assigned to him by the authorities from time to time.

(IX) Director – Operation. –

The Director of Operation is appointed by the Vice-Chancellor with the approval of the President. His duties and responsibilities shall include, but not be limited to the following, –

- (a) transport facilities and services including its operation, maintenance, scheduling and routing of vehicles as per the University need;
- (b) security of the campus to ensure safety and security of students, employees and visitors;
- (c) maintenance of on-campus and off-campus facilities and their renovation as needed;
- (d) support new construction including additional academics facilities, halls of residence etc.;
- (e) negotiate contract and agreements related to construction and operations;
- (f) enhance and maintain landscaping and hardscaping of the campus;
- (g) facilitate water supply, sewerage, ACs, electricity and power supply;
- (h) maintenance, renovation and up-keep of building spaces, lawns and gardens, roads etc.;
- (i) operation and maintenance of Guest Houses, cafeteria etc., ;
- (j) work closely with the Dean of Facility and Administration; and
- (k) perform such other duties and discharge such other responsibilities, as may be assigned to him by the authorities from time to time.

(X) Deputy Registrar. –

The Vice-Chancellor upon approval of the President, may appoint one or more Deputy Registrar(s) who shall function under overall guidance and direction of the Registrar in managing various administrative matters concerning the University.

(XI) Associate Dean. –

The Vice-Chancellor upon approval of the President, may appoint one or more Associate Dean(s) who shall function under overall guidance of respective Dean or can take an independent responsibility.

(XII) Deputy Director. –

The Vice-Chancellor upon approval of the President, may appoint one or more Deputy

Director(s) who shall function under overall guidance of respective Director or can take an independent responsibility.

(XIII) Librarian. –

The Librarian is appointed by the Vice-Chancellor upon approval of the President. He provides overall leadership for the library, plans, organizes and directs all areas of its operations to effectively achieve the library's mission, vision and values. He oversees the strategic planning, policy and financial frameworks; and ensures that all library functions are carried out in accordance with established policies; manages staff; sets standards for collection, lending services and rules of access to the library resources for users and working or opening hours of the library. In this role, he is assigned the responsibility to, –

- (a) ensure optimal utilization of resources including budgetary support;
- (b) be responsible for all the professional jobs related to selection, acquisition, classification, cataloguing and maintenance of books, journals and library documents;
- (c) make specialized documents available to researchers through inter-library loans and other resources or facilities;
- (d) institute mechanisms to continuously enhance user experience with high quality service;
- (e) continuously evaluate performance against benchmark practices;
- (f) upload University generated intellectual resources in portals like e-thesis for wide dissemination among scholars;
- (g) assist the academic administration in detecting and eliminating plagiarism. Also provide the similarity or plagiarism certificates for each Ph.D. thesis before its submission. This is a mandatory requirement for Ph.D. candidates to get their thesis checked through a plagiarism detection tool;
- (h) assist the faculties for publication of books of their authorship in coordination with the publisher;
- (i) work under supervision of dean of facility management and/or professor in charge of library as assigned by the Vice-Chancellor;
- (j) cataloguing and ensuring proper documentation of library materials; and
- (k) any other duty assigned to him by the authorities from time to time.

(XIV) Law Officer. –

The Vice-Chancellor upon approval of The President, may appoint a law officer. His duties and responsibilities shall include, but not be limited to the following, –

- (a) handle all legal cases or issues of the University;
- (b) provide legal advice on contract negotiations and business decisions;
- (c) draft legal opinions for submissions, memoranda and other documents pertaining to contracts, tenders and license, etc.;
- (d) specify internal governance policies and monitor compliance thereof from legal perspective;
- (e) conduct procedures to represent and defend the University wherever involved or likely to be involved in any litigation or arbitration;
- (f) devise and implement efficient defense strategies so as to ensure legal protection and risk mitigation;
- (g) liaise and coordinate with the lawyers regarding cases related to the University;
- (h) prepare legal documents for different process;
- (i) formulate formalities regarding settlement of disputes;
- (j) give legal advice on disciplinary action matters and departmental enquiry;
- (k) response draft to various legal notices or correspondence received from statutory authorities and government offices;
- (l) attend and conduct cases in various quasi judicial courts or authorities;
- (m) responsible for monitoring and keeping record of all legal affairs related to University;
- (n) handle both internal and external legal concerns;
- (o) keep the University out of legal trouble if any; and
- (p) any other duties as assigned to him by the authorities from time to time.

(XV) Other Officials of the University. –

- (a) Apart from the above-mentioned functionaries, the incumbents in the following designations shall be part of the University within the ambit of section 20 of the Act; namely: –

- (i) Head - HR;
- (ii) Head - Innovation, Incubation and Entrepreneurship;

- (iii) Head – Research and Innovation;
 - (iv) Head – Admission;
 - (v) Head – IT;
 - (vi) Head – Public Relations (PR);
 - (vii) Head – Career Development;
 - (viii) Head – Accreditation and Ranking;
 - (ix) Head – Alliance;
 - (x) Director – Skill Development;
 - (xi) Head - Skill Development;
 - (xii) Secretary (President's Office or VC's Office or Registrar's Office or Dean's Office);
 - (xiii) Public Relations Officer;
 - (xiv) Administrative Officer;
 - (xv) Security Officer;
 - (xvi) Career Development Officer;
 - (xvii) Admissions Officer;
 - (xviii) Accounts Officer;
 - (xix) Project Manager;
 - (xx) Transport Manager;
 - (xxi) Estate Manager; and
 - (xxii) Any other official as may be required for the smooth functioning of the University.
- (b) In addition to the positions enumerated above (i.e., section 13), the BoG or the President is empowered by these Statutes to create, modify and abolish position(s) of non-statutory officers at all levels, including redistribution of the responsibility as per the need of the University, keeping in conformity with provision of the Act.

14. Powers and Functions of the Board of Governors (BoG). –

- (a) The Board of Governors (BoG) is the apex governing body of the University. The BoG shall have the power for management and the conduct of all administrative affairs of the University, not otherwise provided for in the Act. It shall have the following powers;

namely:

- (i) to create, add, close the School or Departments at any time under the relevant provisions of the Act;
 - (ii) consider the proposals of the Academic Council for the institutional fellowships, scholarships, assistantship, medals, prizes;
 - (iii) to approve and ratify the recommendation of the Academic Council regarding degree, diplomas, certificate, fellowships, scholarships, medals and prizes to be awarded and the conditions thereof;
 - (iv) to approve administrative, officers and other necessary posts;
 - (v) to review the proposals submitted by the President with regard to construction of the building, premises, and other facilities needed for carrying out the object of the University;
 - (vi) to enter into partnership with industry, government and non-government agencies for the advancement of knowledge and if desired establish a corpus funds out of the surplus of such partnership.
- (b) the Board of Governors may delegate such of its powers to the President for performing specified functions related to University;
 - (c) in matter of extreme emergency and routine matters but requiring immediate decision of the BoG, the President, in the capacity of the Chairman of BoG shall take decision as he thinks fit and report his decision to the board at the next meeting;
 - (d) on the recommendation of the President, the Board of Governors may consider and approve proposals for creation of new authorities, officers of the University post facto;
 - (e) in matter of procedure followed in the meetings, the decision of the President, or person chairing the meeting in his absence, shall be binding on all;
 - (f) minimum 1/3rd of the total members shall constitute the quorum for the BoG meeting including physical or virtual participation of its members;
 - (g) business of urgent nature requiring attention of BoG may be carried out either through virtual meeting or resolution by circulation via email with a short notice;
 - (h) the notice for BoG meeting shall normally be sent by the Registrar; and
 - (i) the Board shall take such decisions and steps as necessary for carrying out the object of the University, its growth and provisions of the Act.

15. Powers and Functions of the Board of Management (BoM). –

The Board of Management (BoM) shall be constituted as stipulated in sub-section (1) of

Section 23 of the Act. The Board of Management shall have the following powers and functions; namely: –

- (a) to select emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- (b) to prescribe procedure and formulate guidelines and submit to the concerned authorities for their consideration with regards to, –
 - (i) admission of students to the University and their enrolment;
 - (ii) the courses of study to be laid down by all degrees, diplomas, certificates, charters and other distinctions of the University;
 - (iii) the award of degrees, diploma certificates and other academic distinctions of the University; and
 - (iv) fixation and revision of fees for academic and other programmes;
- (c) to collect information or proposals from different sub committees for consideration and submit the final report to the BoG;
- (d) advise the Vice-Chancellor on smooth conduct of the academic (teaching and research) programmes, instruction and examination, student activities and University functions;
- (e) advice the Vice-chancellor on allocation of resources including human resources among different schools, departments, and centers to ensure optimal utilization;
- (f) advise Vice-Chancellor on improvement and maintenance of laboratories, their effective utilization for teaching, research, student projects, and training;
- (g) advise Vice-Chancellor on initiatives to enhance academics standards, quality of faculty, administrative efficiency, sponsored research project, industrial consulting, quality of student projects, entrepreneurship and startups;
- (h) advise Vice-Chancellor in the matter related to alumni relation, international relations, and global collaboration with industry and universities or institutes and career development;
- (i) the Board of Management (BoM) meeting may be convened at least once a year;
- (j) minimum 1/3rd of the total members shall constitute the quorum for the BoM meeting including physical or virtual participation;
- (k) to give directions to the sub-committees for preparation of annual budget and admission matters or any other matters relating to any functional areas; and
- (l) to do all such things and acts as may be directed by the President or Board of Governors from time to time.

16. Constitution, Powers and Functions of the Academic Council. –

The Academic Council is the principal academic body of the University and shall, subject to provision of the Act, the Statutes and the Rules. The Academic Council shall formulate academic regulation and policies, administer the academic process including instruction, examination, research and co-curricular activities, monitor and control the activities of sub-ordinate entities like Board of Studies (BoS) and all functionaries responsible for implementing academic programmes and ensuring its quality.

- (a) The Academic Council shall be constituted as stipulated in Section 24 of the NIST University Odisha Act, 2023.
- (b) In addition to constitution of Academic Council as stipulated in Section 24, the Academic Council shall have following additional members:
 - (i) two eminent persons among the reputed academician, scientist, technologist, professionals from industry who are not in the service of the University, nominated by the President in consultation with Vice-Chancellor;
 - (ii) the Controller of Examinations (CoE); and
 - (iii) the chairman of the council may invite any persons or persons(s) (up to maximum of two) as he thinks fit to attend any of the academic council meeting as a special invite.
- (c) The Academic Council shall have the following powers and functions, namely, –
 - (i) to exercise general supervision over the academic programmes of the University and to give directions regarding methods of instruction, evaluation, research, creation and growth of intellectual capital and improvements in overall academic quality and standards;
 - (ii) to prescribe courses of study leading to degrees and diplomas of the University;
 - (iii) to approve the curricula and revision of curricula for various courses of studies;
 - (iv) to promote research within the University and acquire reports on such research from time to time;
 - (v) to consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action there on;
 - (vi) to arrange for the conduct of examinations in conformity with the Statutes and Rules;
 - (vii) to maintain, monitor and approve proper admissions and examinations standards;

- (viii) to frame policy, recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- (ix) the academic council shall have powers to accept courses of studies by a student in another recognized University/Institution and to transfer the credits earned by the student. In such instances, considering the possible difference between grading systems of the two institutions, the Vice Chancellor shall have power to convert the credit and grades obtained by the student in another University to the nomenclature of NIST University before entering in the University record;
- (x) to make recommendations to the Board of Management on, –
 - (a) measures for improvement of standards of teaching, research, administration, consultancy and training;
 - (b) institution of Fellowships, Scholarships, Medals and Prizes;
 - (c) establishment, alteration or abolition of Departments or New programmes; and
 - (d) to provide recommendation or guidelines for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations.
- (xi) to appoint any task force or committee to deal with specific matters relating to academics, if necessary;
- (xii) the Academic Council meeting shall be convened at least twice a year;
- (xiii) minimum $1/3^{\text{rd}}$ of the total members shall constitute the quorum for the Academic Council meeting including physical or virtual participation;
- (xiv) to consider the recommendations of the subcommittees and to take such action, including the making of recommendations to the Board of Management (BoM), as the circumstances of each case may require;
- (xv) to review periodically the activities of the School or Departments and take appropriate action;
- (xvi) to workout broad policy and guidelines for co-curricular and extra-curricular activities of students and guide the Dean of Student Affairs and Administration in promoting those activities in the University;
- (xvii) to prescribe guidelines for promoting faculty and student research programmes at undergraduate, graduate and Ph.D. level to establish high

quality standard of research project, research guidance and evaluation of research output;

- (xviii) to create regulations and guidelines for promoting skill education and promoting faculty and student startups using intellectual resources of the University and intellectual property created by the faculty and students;
- (xix) to work towards enhancing scholastic output of faculty and students, e.g., writing text books and study material, online courses, virtual laboratories, research publications, products and patents; and
- (xx) to perform all such functions in relation to academic matters, and do all such acts as may be necessary for the proper carrying out of the provisions of the Acts and Statutes of the University.

17. Constitution, Powers and Functions of the Board of Studies (BoS). –

The implementation of the Academic process including curricula and syllabi, instructions, practical or sessional and examination in all programmes of a department shall be the responsibility of its Board of Studies (BoS). The BoS shall work under guidance of the Academic Council and shall function within the academic and administrative boundaries set by the latter. It is expected that while designing the curriculum, the recent developments in the field, industry and societal needs are to be taken into consideration. Apart from administering academic programmes, the BoS shall also strive to augment the intellectual capital of the faculty by improving scholastic competence of the faculty members, teaching and research resources, and to set up strong traditions to create academic excellence.

- (a) There shall be a Board of Studies (BoS) for each Department of the University;
- (b) The BoS shall consist of the following members, –
 - (i) HoD of the Dept. as the Chairman of BoS;
 - (ii) Four senior faculty members of the Department or related department as proposed by the Chairman of the BoS;
 - (iii) Two external academic subject experts from reputed academic institutions from India or abroad, nominated by the Vice Chancellor on the recommendation of the HoD of the concerned Department;
 - (iv) Two External members from the industry or research labs, nominated by the Vice Chancellor on the recommendation of the HoD of the concerned Department;
 - (v) Chairman of the BoS may nominate a senior faculty member of the BoS to serve as member secretary of the BoS; and
 - (vi) Chairman of the BoS may invite any person as he thinks fit to attend any BoS meeting as a special invite.

(c) The Board of studies shall have the following powers and responsibilities, –

- (i) to frame new curricula, syllabi and revision of the existing ones;
 - (ii) to prepare detailed syllabus for various courses of the department and submit to the Academic Council for approval;
 - (iii) to recommend to the Vice-Chancellor, question paper setters and evaluators for each of the papers as prescribed in the syllabus;
 - (iv) if the approved member of the paper setters is either not available or expressed their inability to set their question papers in the available time frame for the purpose or in extraordinary situation to maintain sanctity of academic calendar and examination; the Vice-Chancellor shall have the authority to appoint one or more paper setters;
 - (v) to co-ordinate with the office of CoE and ensure that marks and grades of all courses offered by the faculties are submitted in time;
 - (vi) to review prescribed curricula and syllabi and update or upgrade it to ensure the relevance of the courses to current and future industry trend for enhancing academics standards and/or providing better learning experience for students;
 - (vii) to review patterns of instruction and examination, and to take remedial measures wherever a deficiency or deviation from the norm is observed; and
 - (viii) perform all other functions which may be prescribed by the Act and the Statutes and to consider all such matters as may be referred by the Board of Governors, the Academic Council, the Vice-Chancellor or Dean of the School;
- (d) any change in the composition of the BoS should be placed to the Vice-Chancellor with proper justification for approval;
- (e) the BoS shall be constituted by the department for a period of three years;
- (f) the BoS shall meet at least twice a year or as per the recommendation of the Academics Council;
- (g) minimum $\frac{1}{3}^{\text{rd}}$ of the total members shall constitute the quorum for the BoS meeting including physical or virtual participation;
- (h) in the absence of the Chairman (BoS), a senior member of the BoS will act as Chairman with the approval of the Vice-Chancellor;
- (i) in case of exigency, the Chairman of BoS may obtain the opinion of the members of

BoS via circulation by email; and

- (j) the BoS may constitute one or more standing or special committee to assist in proper discharge of its duties.

18. Constitution, Powers and Functions of the Finance Committee. –

The Finance Committee shall be constituted as stipulated in sub- section (1) of section 26 of the Act.

The Finance Committee shall have the following powers and duties, –

- (a) to co-ordinate and exercise general supervision over the financial affairs of the University;
- (b) to examine the accounts and to scrutinize audit process, budget proposals;
- (c) to fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the University;
- (d) to vet the annual accounts and financial estimates, and annual budget of the University and submit the same to the Board of Governors (BoG) for approval;
- (e) shall examine and recommend such other proposals as may be referred to it by the President for consideration;
- (f) the finance committee shall consider any other matter relating to the finance of the University that may be referred to it by the Board of Management and also advise the Board of Management on such matters as the finance committee may consider necessary to ensure a sound financial policy and practice in the University;
- (g) responsible for collection of fees, payment of salary, scholarship etc., vendor dues and financial clearance with due verification in a timely manner;
- (h) to monitor function of the offices of finance & accounts, purchases, store and required inventory and ensure its administrative efficiency;
- (i) coordinate with Chartered Accountant, Banks and Financial Organizations in the financial matter related to the University;
- (j) to work for computerized financial administration, ensure data security and privacy related to financial matter;
- (k) to monitor the progress of receipts and expenditure per approved budget and to make recommendation to the president for possible course correction if it feels to be necessary;
- (l) to make suggestions to the president on means of raising resources and on economic measure to be taken for better financial health of the University; and

- (m) to consider any other matter relating to finance of the University which may be referred by the BoG or President and to advise the BoG or the President on any financial matter which it consider to be necessary in the best interest of the University.

19. Mode of Recruitment of Staff of the University. –

- (a) the NIST University is an equal opportunity employer, and shall not discriminate on ground of race, gender, religion, caste, place of origin or any other consideration not linked to expected performance for the job;
- (b) tests and interviews for the purpose of selection may be held at NIST University campus, remote locations or online through video or teleconferencing or mix of the above modes, the results having equal merit irrespective of the mode of selection process;
- (c) qualifications, experience, relevance of past experience to the demand of job at hand, performance in the test and interview and expected remuneration are some of the key aspects in the selection of the candidate;
- (d) the recruitment process shall be coordinated by HR cell;
- (e) depending on the nature of posts, number of positions, the advertisement can be through various mechanisms, such as: print media, electronic media, social media, posting on University portal and communication with placement offices of appropriate institutes and organizations or any combination of above methods;
- (f) depending on applications received, there may be a shortlisting process to identify candidates for the final test and interview;
- (g) the selection process shall be carried out by a duly formed selection committee and its evaluation and recommendation;
- (h) for teaching staff (e.g., Faculty or Lab Assistant), a group of selected students may be part of the evaluation process of the candidate;
- (i) the committee for selection faculty position shall be as follows: –
 - (i) Vice-Chancellor (Chairman of the Committee);
 - (ii) Dean of the School or HoD of the Department to which selection is made (Member);
 - (iii) Two senior faculty members from the department or related departments (Member); and
 - (iv) One or two external experts from academics, industry or research labs nominated by Vice-Chancellor with consultation of Dean or HoD (Member);
- (j) the decision of the University on recruitment is final and binding and cannot be challenged by any candidate in any legal or other forum; and
- (k) all recruitment proceedings shall be done with prior approval of the President.

20. Creation, Abolition or Restructuring of Schools, Departments or Centres. –

On the recommendation of the President, the Board of Governors may create, abolish or restructure any School or Department or Centre.

21. Committees and Boards of the University. –

(a) Academic Affairs Committee. –

The Dean of Academic affairs (nominated by the Vice-Chancellor) chairs the Academic Affairs Committee. The other members of the committee (Deans and/HoD) are nominated to Academic Affairs Committee by the Vice-Chancellor. The overall objective of the committee is to oversee, monitor and device policy for the academic excellence of the University. The academic committee is responsible to carry out the following broad functions; namely: -

- (i) exercise general supervision over the academic work of the schools, formulate policy and to give direction or guidance regarding methods of instruction, evaluation, faculty evaluation model by students and improvements in academic standards;
- (ii) monitor the academic activities of the schools within the budget approved by the University;
- (iii) formulate and revise policy, make strategy with respect to recruitment of faculty;
- (iv) formulate policy, monitor and facilitate to achieve research excellence with respect to publications, grants, consulting projects, patents with yearly target and growth year over year
- (v) make recommendations to the Academic Council on measures for improvement of standards of teaching, research and training;
- (vi) work with comprehensive program for faculty development and leadership;
- (vii) strategize, implement and monitor industry academia partnership and collaboration with industry, universities or institute or research labs or organization in India and abroad.
- (ix) undertake periodic review of the activities for maintaining and improving standards of instruction; and
- (x) undertake such activities that may be assigned by the authority from time to time.

(b) Regulation Committee. –

- (i) There shall be a Regulation Committee comprising of the following members to frame general guidelines and most importantly deal with unique situations pertaining to the academic affairs of the University;
 - (a) The Vice-Chancellor;
 - (b) Registrar;
 - (c) Controller of Examinations; and
 - (d) Two senior professors of the University as appointed by the Vice-Chancellor.
- (ii) Role and Responsibility of the Regulation Committee shall be, –
 - (a) prepare the Rules, Regulations and provide guidance governing the execution of various academic programs offered by the University;
 - (b) provide guidance on the general rules for introduction of new course curriculum;
 - (c) provide general guidance on the credit system and grading model for different courses;
 - (d) resolve any issues relating to academic matters such as: back papers, extension or continuation of studies, and dealing with unique query or questions or issues related to academic matters if and when necessary;
- (iii) The regulation committee can convene any time as the situation arises. Any major academic decision taken by the Regulation Committee has to be approved or ratified by the Academic Council.

(c) Disciplinary Proceedings and Committees. –

- (i) The University shall have a disciplinary committee to enforce code of conduct, ethics, value and discipline among the employees and student community.
- (ii) The Board of Governors (BoG) shall approve a detailed code of conducts, rules, guidelines and standing disciplinary committees document for, –
 - (a) Employees; and
 - (b) Student community of the University.
- (iii) The details of employee rules, regulations, responsibility, leave policy, benefits etc., and disciplinary committee related to employees shall be documented and published in employee's "Code of Conduct" document. It may change from time to time as required.
- (iv) The details of disciplinary committees and various rules and regulations as applicable to students shall be documented and published in student's "Code of Conduct" document. It may be revised from time to time.

(d) Anti-Ragging Committee. –

- (a) The Anti-Ragging Committee is responsible for ensuring compliance with the directive of the Hon'ble Supreme Court and the UGC or AICTE with respect to anti-ragging in the University and bans ragging in any form to anybody. In addition, committee is to ensure the University as a ragging free campus for safety and security of student community.
- (b) The Anti-ragging committee shall be headed by a senior faculty member as nominated by Dean of Student Affairs or Vice-Chancellor.
- (c) Some key responsibilities of anti-ragging committee are, –
 - (i) publication and publicity of anti-ragging information in the campus and halls of residence;
 - (ii) counselling and informing students on rules, regulation and University's policy on zero tolerance on ragging inside the campus;
 - (iii) publication and distribution of contact information and details to report any cases of ragging; and
 - (iv) taking disciplinary action against any form of ragging.
- (d) The details of anti-ragging committees and rules and regulation shall be documented in student's "Code of Conduct" document. It may change from time to time based on applicable legal rules and statutory guidelines.

(e) Women Empowerment Cell, –

- (1) To prevent sexual harassment and to promote the general well-being of female students, women staff of the University, a "Women Empowerment Cell" is formed.

The objectives of the cell are, –

- (i) to prevent sexual harassment and to promote the general well-being of female students, women staff (teaching and non-teaching) of the University;
 - (ii) to provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment; and
 - (iii) to provide guidelines for the redressal of grievances to sexual harassment of female students, teaching and non-teaching women staff of the University.
- (2) The women empowerment cell is headed by a senior lady faculty member as nominated by Dean of Academics Affairs or Vice-Chancellor. The committee has responsibility for, –
 - (i) carrying out sensitization programmes on women wellbeing in general and against sexual harassment in particular for women employees and students

around the year; and

- (ii) to enquire into all complaints referred to it either by individual student or women employees of the University regarding allegation of sexual harassment at University premises or workplaces and recommend suitable action including initiation of criminal case or proceedings.
- (3) The details of Women Empowerment Cell, rules and regulation shall be documented in employee's "Code of Conduct" and students' "Code of Conduct" handbook.

(f) Library Committee. –

The library committee is headed by a senior faculty member as nominated by Dean of Facility Management or Dean of Academics Affairs or the Vice-Chancellor. The committee has the head of library as a member. The committee has responsibility for:

- (i) to collect input from each school, propose yearly budget to the authority and recommends changes that are required to ensure that the library of the University is well stocked with the latest books and journals (including digital copy);
- (ii) provides inputs for special focus on areas of research and study and thereby recommends books and journals which have high value to the University;
- (iii) recommends various policies related to library services like collection, development, lending library, timing schedule, digitalization, etc.; and
- (iv) any other matter that helps in the growth of the library and optimal use of the library resources as per the advice of the vice chancellor.

(g) Procurement Committee. –

- (a) The Procurement Committee is constituted by the Vice-Chancellor in consultation with President. The committee comprise of following members;

- (i) Registrar (Chairman of the committee);
- (ii) Director of Operation (Member);
- (iii) Finance Officer (Member); and
- (iv) Two Senior Faculties (Members).

- (b) The Vice-Chancellor has power to change the membership of the procurement committee as needed in consultation with the President.

- (c) The primary responsibilities of the procurement committee are, –

- (i) to ensure that all the goods and materials for the University are procured with best possible quality and value;
- (ii) ensure major construction, maintenance and renovation work is done in a

- competitive and optimal manner;
- (iii) finalize PO and terms and condition of the payment with the vendor/supplier/contractor;
- (iv) may select appropriate vendors for purchase of regular usable items like stationery, fuels etc.; and
- (v) ensures transparent process for procurement and also strives most cost-effective purchase(s) procedure for the University.

(h) Internal Quality Assurance Cell (IQAC). –

The Internal Quality Assurance Cell (IQAC) is constituted by the Vice-Chancellor. The IQAC cell is led by a senior faculty member as the coordinator, with adequate representation of a cross-section of stakeholders to evolve mechanisms and procedures for, –

- (a) ensuring timely, efficient and progressive performance of academic, and administrative tasks;
- (b) the relevance and quality for academic and research programmes;
- (c) equitable access and affordability of academic programmes for various sections of society;
- (d) optimization and integration of modern methods and technologies for teaching and learning;
- (e) the effectiveness of evaluation procedures;
- (f) ensuring the adequacy, maintenance and functioning of the support structure and services;
- (g) development and application of quality benchmarks or parameters for various academic and administrative activities of the University;
- (h) facilitating the creation of a learning-centric environment conducive to quality education, facilitate required knowledge and technology for participatory teaching and learning process;
- (i) arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (j) dissemination of information on various quality parameters of higher education;
- (k) organization of inter and intra institutional workshops, seminars on quality related themes;
- (l) documentation of the various policy, programmes or activities leading to quality

improvement;

- (m) acting as a nodal agency of the University for co-ordinating quality-related activities, including adoption and dissemination of best practices;
- (n) development and maintenance of database and digital information system for the purpose of maintaining and/or enhancing the institutional quality;
- (o) development of policy for Quality Culture in the University;
- (p) preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC;
- (q) coordinate NACC accreditation process; and
- (r) any other matter relating to smooth functioning of the IQAC cell.

(i) Strategic Advisory Board, –

- (a) The Strategic Advisory Board is constituted by the President. The Board may include such members as nominated or selected by the President.
- (b) The Board is responsible for, –
 - (a) review and advise on the strategic positioning and directions for the academic development of the University including expanding into other areas or disciplines or schools;
 - (b) review and advise on specific research targets, developing research centers, future direction on innovation, hosting incubation centers, entrepreneurship and global collaboration at the University;
 - (c) review and advise on infrastructure development and major renovation;
 - (d) review and advise on general policy matter to make University as center of academic and research excellence at par with reputed international universities; and
 - (e) any other matter of tactical and strategic importance for the University.

(j) Constitution of New and Change of Committees, –

The President has authority to form new or additional committee(s), abolish or revise any committee enumerated above, along with its formation and defining the role and responsibility in consultation with the Vice-Chancellor. The new committee formed or changes made, if required, may be put in next BoG for approval with revision if any.

22. Manner of Cooperation or Collaboration with other Universities or Institutions of Higher Education and Opening Centres or Campus. –

(i) Cooperation with other Universities or Institutions of higher learning. –

- (a) The University, subject to the provisions of Act and rules, can enter into MOUs with other Universities in India and abroad for collaboration in academics, research, training and other areas of academics values.
- (b) The MOUs must have clauses and conditions to safeguard the legal aspects of the University and include items like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements, if any.
- (c) Generally, but not limited to scope defined below, following may be agreed upon, –
 - (i) promote collaboration and partnership between the Universities or Institutes in the field of higher education;
 - (ii) exchange of Faculties and Researchers;
 - (iii) exchange of students or internship for a specified duration and courses;
 - (iv) exchange of academic materials for mutual interest including scholarly publications, curricula information and pertinent research reports;
 - (v) invite representatives of each other's academic community to participate in conferences, seminars and colloquia;
 - (vi) cooperation in mutual fields of academic interest for purpose of developing specific academics and training opportunities and programmes;
 - (vii) offering joint degree programmes;
 - (viii) academic and organizational development assistance as well as education and training activities in a number of fields and subjects, including, –
 - (a) design of curricula for different course of studies;
 - (b) internship opportunities with companies abroad;
 - (c) establishment of periodic quality assurance practices and procedures;
 - (d) distance learning opportunities; and
 - (e) short professional training courses.
 - (ix) Collaboration between University, schools, departments, staff and students; carry out of joint research programmes and exchange experiences in education and research activities, includes:
 - (a) Joint cooperative research projects;
 - (b) Joint grant proposal for submission to different organization; and
 - (c) Joint projects and competitions for participating students.

(ii) Opening of study Centre or Campus: Consistent with the applicable

provisions of the Act and rules in force, the President may take necessary steps to open study centres or other campuses in furtherance of University's objectives.

23. Conferment of Degree.–

- (1) The University shall confer degrees or diplomas or certificates or other academic titles and distinctions on the persons who have fulfilled the requirements of the University for such degrees or diplomas or certificates or other academic titles and distinctions. Such degrees or diplomas or certificates may be conferred or awarded at the convocation either in person or in absentia.
- (2) The convocation for conferring degrees may be held more than once in a year. The degree and diploma will normally be awarded to students in the annual convocation or special convocation (other than annual convocation).

24. Procedure for Conferment of Honorary Degrees. –

- (1) The University may award honorary degrees to person(s) of repute who have made significant contribution to knowledge, technology, arts and crafts, health care, and education to human welfare or have excelled in some field of activity.
- (2) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council and require the approval of the Board of Governors. Provided that in case of urgency, as the chair of BoG, the President may approve the conferment of the Honorary Degrees and other Academic Distinctions on behalf of the Board of Governors.

25. Award of Medals, Prizes and Academic Distinctions.–

In addition to awarding degrees, diplomas and certificates, the University shall have the power to award medals, prizes and other distinctions to students on roll, to graduating students, as well as to alumni of the University on the basis of their performance in curricular, extra-curricular or co-curricular activities and achievement of excellence.

26. Provision of Fellowship, Scholarship and Assistantship. –

Students admitted to the University may be awarded with fellowship, scholarships, and assistantship based on merit as per the University rules and regulations.

27. Intellectual Property Rights. –

- (a) Faculty, students and employees of the University shall ordinarily be engaged in research and comparable scholastic activity. In the process, they are expected to create intellectual property such as publications, patents, copyrights, designs.
- (b) The Board of Governors shall have the power to create regulations on management of intellectual property, its creation, distribution and steps to be taken for protection of intellectual property rights.

28. Fee Chargeable from Students for Various Courses of Studies. –

- (a) The University shall charge fees for Undergraduate, Postgraduate, Ph.D., Diploma, Certificate courses and other academic programs as fixed or revised by the Board of Management.
- (b) The University may also award fee waivers to the students and research scholars

29. Withdrawal of Degree, Certificate and Other Academic Distinctions. –

- (a) The Board of Governors, on the recommendation of the Academic Council, may approve withdrawal of any distinction, degree, and diploma or privilege conferred on or granted to any person.
- (b) The Academic Council may recommend withdrawal of any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by University for good and sufficient cause after investigation as the Academic Council may deem fit.
- (c) The Academic Council may, at its discretion, afford reasonable opportunity to the affected person to defend his case, and due consideration shall be given thereto, if any.
- (d) The President may, on the recommendation of the Board of Governors (BoG) withdraw from any person a Degree or Diploma or other Academic distinction if he has been convicted by court of Law or any offence which in the opinion of the BoG is a serious offence involving moral turpitude.

30. Miscellaneous Provisions. –

- (a) In this Statutes, unless the context otherwise requires, –
 - (i) Where any word or expression is defined in this Statutes, such definition shall extend to the grammatical variations and cognate expressions of such word or expression;
 - (ii) Words and expressions importing the masculine gender include the feminine gender as well; and
 - (iii) Words and expressions in the singular include the plural and words and expressions in the plural include the singular as appropriate.
- (b) Where any part of this Statutes confers any power or imposes any duty, then the power may be exercised and the duty shall be performed from time to time as occasion requires by the holder for the time being of that office.
- (c) Subject to this Statutes, the appointment made to any post in the University and constitution of any authorities, bodies, boards or committees in the University in

accordance with the Statutes and Rules shall be deemed to be valid and in accordance with the Act.

- (d) Any powers or functions of any Officer, Authority, Body, Committee or Board conferred by this Statutes are subject to the provisions of the Act.
- (e) Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate powers with due approval from the President to any other officer or authority or person under his, her or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.
- (f) The Statutes conferring the power prescribes conditions, subject to the observance, performance or existence of which any such power may be exercised, and such conditions shall be presumed to have been duly fulfilled if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statutes.
- (g) This Statutes shall receive such fair, large and liberal construction and interpretation as will best ensure the attainment of the objectives of the Statutes according to its true intent, meaning and spirit.
- (h) Notwithstanding anything contained in these Statutes, the Board of Governors (BoG) shall have the power to make rules to address subjects not explicitly covered in these Statutes.
- (i) The President of Board of Governors (BoG) shall have all the residual powers not explicitly defined in these statutes, and may delegate them to authorities and officers of the University as he thinks fit.
- (j) In the emergent situations, the President or Vice-President shall have power to take the decision as per the need and report the matters with details to the BoG in its next meeting.
- (k) No legal proceedings shall be taken against the University for any act of inadvertent omission or commission by any Officer, Authority, Committee or Board provided such act of inadvertent omission or commission was actuated by good faith.

By order of the Board of Governors